

FACILITATOR CRITERIA AND SELECTION PROCESS

What qualities do I need to be a *Front 2 Back* facilitator?

- Presentation and facilitation skills or talent
- A passion for the SFA mission
- Knowledge of financial aid processes or programs
- Ability to communicate complex information
- Ability to connect with an audience

How does the selection process work?

- Complete and submit your application as soon as possible.
Deadline is March 15, 2001. Email it to SFA_University@ed.gov
- A panel reviews the applications and selects semi-final candidates
 - SFA University will notify you if you are/are not selected as a semi-finalist
- Semi-finalists will audition for a selection panel
 - Auditions will be held in DC and possibly other locations
 - SFA University will notify you if you are/are not selected to be a facilitator
- Finalists attend a “train-the-trainer” session that prepares them to facilitate *Front 2 Back*

What is the time commitment for facilitators? How do I work this out with my manager?

- If you become a semi-finalist: One day for your audition between March 26 and April 6
- If you are chosen as a facilitator:
 - Two weeks (April 30 to May 11) for the train-the-trainer session
 - Delivery of 5 to 7 one-day sessions between May 15 and August 1
 - Include 5 to 7 possible travel days
 - One day in fall 2001 for follow-up reflection
 - Total time estimate: a minimum of 17 up to a maximum of 26 work days between May 15 and August 1
- Talk with your manager about the timeframe and the number of days that you'll be away from work
- Both of you must agree on whether and how your work can be covered during that time

Questions? Email Midge Hunt at marguerite_hunt@ed.gov or call her at 202-260-2559.